

10 March 1970

MEMORANDUM FOR: [REDACTED]

SUBJECT : Machine System of Agency Records

1. Last year our Annual Records Inventory included data intended for a machine language system. Again this year we will request detailed reports related to Records Control Schedules as well as a records equipment inventory which will be put into a machine processable system which can provide periodic reports and analysis for use by Agency Records Managers.

2. I am requesting [REDACTED] to report to you each Friday for the remainder of the Fiscal Year to assist in designing the Inventory Request Form and the Machine System. He has developed a records inventory machine system in DDS&T and is working on one in DDI.

3. Because the System covering Office Records must be compatible with the System to Control Records in the Archives and Records Center, I am requesting [REDACTED] to report to me each Wednesday to work on the related revision and expansion of his punch card system.

4. I consider these systems developments to be of the utmost importance to the future of the Total Records Program in this Agency. I will be particularly interested in your ability to work with these people and successfully develop and complete this priority project before July 1, 1970. I will look forward to reading your proposals, plans, and time schedules after you meet with Ray. I will expect you to include reports of your progress and problems in your regular weekly reports to me.

[REDACTED]

Chief
Records Administration Officer

25X1A

~~SECRET~~

10 March 1970

1A

MEMORANDUM FOR: [REDACTED]

SUBJECT : Assignment at Central Staff Office

1. Your assistance is required in the Office of the Central Records Staff. You are requested to report to me in Room 702 Magazine Building each Wednesday for the balance of Fiscal Year 1970. You may select the work hours best suited to your travel requirements such that you are available for duty here either between 8:00 and 4:30, 8:30 and 5:00 or 9:00 and 5:30. You will find room in the Visitor's parking area of Magazine Building.

2. You are to work with me primarily on improving the machine record system for control of material in and out of the Archives and Records Center and for processing and analyzing that data and producing periodic reports for use by component and Agency Records Managers. This system and data will be compatible with the equipment and records controls and data analysis systems used in the Central Staff.

3. Additional duties related to the Total Record Program may be assigned to you for completion during your period at Headquarters. You will be expected to work with me on some Records Management Board activities and this may require an occasional extra few days at Headquarters.

4. The remainder of the week you will continue your regular duties at the Archives and Records Center after you have attended to the current systems work and Conferences not completed at Headquarters. [REDACTED] will be advised to remove and adjust several of your duties and responsibilities to accommodate this additional priority work in and for the management of the Total Records Program.

1A

[REDACTED]

Chief

Records Administration Branch

25X1A

~~SECRET~~

10 March 1970

K1A
MEMORANDUM FOR: [REDACTED]

SUBJECT : Assignment in the Office of Records
Administration Branch, Support Services Staff

1. Your assistance is required in the Office of the Central Records Staff. You are requested to report to Room 702 Magazine Building for duty each Friday for the balance of Fiscal Year 1970.

2. You are to report to [REDACTED] and work with her primarily on the inventory of Records in Agency Offices. Secondly, this 1970 inventory and all past inventory information, collected or deducible from the data gathered, shall be organized and entered into a machine language system whereby the data may be processed and analyzed and consistent periodic reports produced for Agency Records Managers. This System and Records Management Information, its data input and output will be made compatible with the records data control and analysis systems used by the Records Center. 25X

3. Each Friday, I will meet with you for a progress report and planning session. These oral sessions will supplement the necessary Project documentation, time schedule, flow charts, code developments, and other written proposals, justifications, and explanation of alternatives considered.

4. You are to continue with your work to support [REDACTED] in DDI as time will allow. Priority will be given to this systems development to control records information Agencywide. Other Total Records Program activities may require priority attention and should be expected to be assigned to you for action during this period in the Central Staff. 25X1

[REDACTED]
Chief

Records Administration Officer 25X1

SECRET

TAB C

DD/S&T RECORDS INVENTORY
FISCAL YEAR 1969

MACHINE RUN HEADING
INDEX

OFFICE IDEN -	OFFICE IDENTIFICATION
REC CONTRL NO -	RECORDS CONTROL SCHEDULE NUMBER
REC CONTRL SCHDL ITEM NO -	RECORDS CONTROL SCHEDULE ITEM NUMBER
SUB -	SUBJECT
OFF OF REC -	OFFICE OF RECORD
PF -	PHYSICAL FORM
RET CLS -	RETENTION CLASS
REPORT DATE -	REPORT DATE
EQP TYP -	EQUIPMENT TYPE
S -	STORAGE TYPE
DATE OF RECRD FM-TO -	DATE OF RECORDS: FROM-TO
VOLUME ON HAND -	VOLUME ON HAND
VOL RET -	VOLUME RETIRED
VOL TRN IN -	VOLUME TRANSFERRED IN
VOL TRN OUT -	VOLUME TRANSFERRED OUT
VOLMN LAST REPT -	VOLUME ON HAND LAST REPORT
MAGN TAPE -	MAGNETIC TAPE
CARD SEQN -	CARD SEQUENCE

SECRET

SUBJECT OF RECORDS SERIES
(Cols. 25-27)

1. DIRECTIVES
2. ADMINISTRATION MANAGEMENT RECORDS
3. BUDGET FILES (PPBS)
4. PUBLIC AFFAIRS AND RELATIONS
5. OPERATIONAL RECORDS
6. RECORDS MANAGEMENT FILES
7. INSPECTOR GENERAL RECORDS
8. LIAISON RECORDS
9. LEGAL FILES
10. PRESENTATION RECORDS (Government Only)
11. AUDIT RECORDS
12. PERSONAL RECORDS
13. EXCHANGE RECORDS & DISSEMINATION & RELEASE
14. COMMITTEE RECORDS (Board & Panels)
15. PROGRAM PRODUCT FILES
16. PERSONNEL RECORDS
17. SECURITY RECORDS
18. EMPLOYEES BENEFITS AND SERVICES RECORDS
19. SUPPLY RECORDS
20. TRAINING RECORDS
21. RESEARCH & DEVELOPMENT RECORDS (Incl.Ext)
22. RAW INTELLIGENCE DATA
23. REAL ESTATE AND PROPERTY RECORDS
24. ANALYSIS WORKING (Reference) FILES
25. TRAVEL FILES
26. INDEXES AND LISTINGS
27. LIBRARY MATERIAL AND REFERENCE FILES
28. COMMUNICATIONS RECORDS
29. PAYROLL AND LEAVE RECORDS
30. HUMAN SOURCES
31. FINANCE RECORDS (Vouchered)
32. PROCUREMENT RECORDS
33. FINANCE COVERT
34. HISTORY RECORDS
35. PERSONNEL MGT. RECORDS
36. CONTRIBUTORS RECORDS TO INTELL. REPORTS
37. ADP RECORDS
38. DOCUMENT CONTROL
39. OFFICE SUBJECT FILES
40. CHRONOLOGICAL FILES
41. OVERNIGHT STORAGE
42. WORKING PAPERS
43. CONTRACT MGT. FILES
44. PROJECT SECURITY FILES
45. BRIEFING AIDS

46. CABLES
47. CRYPTIC REFERENCES
48. PROJECT FILES
49. LOGS
50. COUNTRY FILES
51. INTELLIGENCE, REPORTING AND EVALUATION
52. SPECIAL INTELLIGENCE ACTIVITY FILES
53. CONTRACT FILES
54. STAFF SUBJECT FILES
55. POLICY AND PLANS FILES
56. INTELLIGENCE COLLECTION REQUIREMENTS
57. PROGRAM FILES
58. TRAINING MATERIAL

480

PHYSICAL FORM OF RECORDS
(Cols. 33-34)

1. PAPER RECORDS
2. MICROFILM
3. MOTION PICTURE FILM
4. MAGNETIC TAPE
5. SOUND RECORDINGS
6. PHOTOGRAPHS AND/OR NEGATIVES
7. ^{FAB.} IBM CARDS
8. 3X5 CARD FILES
9. COMBINATION
10. 5X8 CARD FILES
11. MACHINE RUNS

Reels 100 ft
Microfiche
Aperture Cards
Super Fiche

Paper -

RECORDS RETENTION CLASS
(Cols. 35-37)

Code

- 01 - PERMANENT - Hold indefinitely in Office of Record on a current basis. When no longer needed for reference, research, or operational purposes, screen and retire to the A&RC.
- 02 - PERMANENT - Cut off at end of 1 year, hold 1 year, and retire to the Archives and Records Center.
- 03 - PERMANENT - Cut off at end of 1 year, hold 2 years, and retire to the Archives and Records Center.
- 04 - PERMANENT - Hold indefinitely in the Office of Record until termination of active status plus 6 months, and retire to the Archives and Records Center.
- 05 - TEMPORARY - Destroy when superseded, documents destroyed, or transferred, or no longer needed for reference.
- 06 - TEMPORARY - Cut off at end of 1 year, hold for 1 year and destroy, or transfer to Office of Record for action.
- 0700 - TEMPORARY - Hold indefinitely in Office of Record until termination of active status plus 6 months. Screen and destroy; or transfer records to other files, offices, or A&RC as appropriate. Archives and Records Center destroy after number of specified years.*
- 0800 - TEMPORARY - Cut off at end of 1 year, hold for 6 months to 1 year, and retire to the Archives and Records Center. Archives and Records Center destroy after number of years specified.*
- 09 - TEMPORARY - Cut off at end of 1 year, hold for 2 years and destroy.
- 10 - TEMPORARY - Retain 3 months and destroy.
- 11 - TEMPORARY - Cut off at end of 1 year, retain additional 3 years and destroy.
- *1 - 99 - TEMPORARY - Number of years to be retained in the Archives and Records Center.

TYPE OF EQUIPMENT
(Cols. 44-46)

Code

01	4-Drawer Safe File - Legal
02	4-Drawer Safe File - Letter
03	5-Drawer Safe File - Legal
04	5-Drawer Safe File - Letter
05	5-Drawer File Cabinet - Legal
06	5-Drawer File Cabinet - Letter
07	5-Drawer Safe File - Card Safe
08	Kardex - 5 x 8
09	Power File
10	2-Drawer desk safe
11	Book shelf (Office)
12	Book cases
13	10-Drawer card (3x5) file
14	Over safe storage cabinets
15	Drawing/Plan Storage File (Master Safe)
16	10-Drawer map case (42" x 54")
17	Open Storage (not 18,19)
18	Conserva-file, full space, etc.
19	Open-Shelf Storage
20	Map cases (pigeon hole)
21	10-Drawer Tab Card Cabinets
22	4-Drawer File cabinet
23	Magnetic Tape Racks

2 dr safes?

TYPE OF STORAGE
(Column 47)

Code

1. Active Office Space

2. ~~Vault Area~~

3. ~~Secure Area~~

4. Secure Storage Area

5. ~~Other~~

SECRET

RECORDS REVIEW PROJECT



annual inventory

records retention plan

records control schedule update

SECRET

RECORDS REVIEW PROJECT

TABLE OF CONTENTS

- THE RECORDS INVENTORY
- THE RECORDS RETENTION PLAN
- SURVEY PREPARATION BACKGROUND
- RECORDS INVENTORY REFERENCE DOCUMENTS

THE
RECORDS
INVENTORY

INVENTORY

A. SOME BASIC CONSIDERATIONS:

1. Objective. A records inventory survey is conducted for the primary purpose of collecting and recording factual information on each series of records. Sufficient and accurate data must be obtained on each records series for its proper evaluation and appraisal in terms of administrative, legal, fiscal, and historical value. The factual information obtained on each series and its evaluation stated in time elements, for its cut-off, retirement, and/or destruction, are essential for the preparation of Records Control Schedules.

2. Method of Collecting Data. The preferred method of collecting data for the survey is for the component Records Management Officer to take an inventory of all files maintained by his organization.

3. Coverage. For the initial preparation of Records Control Schedules and for the annual review of Schedules thereafter, a comprehensive survey must be made of records maintained in all organizational elements. This survey will cover all file series including both record and non-record materials. In addition, all space in filing equipment used for purposes other than for the housing of records will be recorded. This includes file space reserved for expansion, overnight storage, and equipment storage, and for housing other materials not included on the Records Control Schedule. This additional information, though not included on the Schedule is useful for detecting and controlling filing equipment utilization practices.

4. Preparation. Before beginning the survey there are three requirements necessary for an intelligent and practical approach to the problem: namely, proper authorization, background data, and assistance.

a. Proper Authorization. Authority for the survey should be obtained by the Records Management Officer from the Chief of the component concerned.

b. Background Data. Secure and study organizational charts, reports, regulations, administrative orders, directives, and controls regarding the activities, functions, and procedures of the organizational element.

c. Assistance. Secure the names of individuals to be consulted in each organizational unit. These individuals should be at such an organizational level that they can speak authoritatively on the administrative value or need

for the records.

B. HOW TO CONDUCT THE SURVEY:

Form No. 138, Records Survey Work Sheet, is the recommended form for recording the information collected during a records survey. Copies of these forms may be obtained from the Agency Records Administration Officer. In order to prepare comprehensive Records Control Schedules and to properly analyze and evaluate the results obtained it is essential that a Work Sheet be prepared for each records series as outlined below:

1. Date. Enter the current date of the survey.
2. Office, Division, Branch, and Section. Enter the organizational elements down to the unit maintaining the files.
3. Location. Enter building name or number and room number.
4. Name of File. The title selected for the file series should be descriptive, self-explanatory, and consistent with the terminology of the office using and maintaining the file. If applicable, it is best to assign the title by which the using office identifies the file series. In other words, the title selected should not be foreign to the user of the file. In addition, subject files will be identified by title in the following manner: "Office Subject File." "Division Subject File." or "Branch Subject File," whichever is applicable. Uniformity in use of names of files is desirable when the same type of file is maintained in two comparable organizational elements. For example: A file designated by title of "Mail Control File" in one division should be similarly named when found in a comparable organizational element.
5. Custodian. Enter name of the custodian or the person who is responsible for the files. Also enter the telephone extension so that problems arising later may be settled by telephone.
6. Description. This is the most important factor involved in conducting a records inventory survey. The Records Management Officer should obtain answers to questions such as these: What is the purpose or use of the record? Where does it originate and to what offices is it distributed? Which is the official file copy? How is the record filed? What is its relationship to other records? Such questions are obviously necessary for a competent appraisal of the records. The importance of accuracy and completeness in this detail

cannot be overemphasized if proper values are to be assigned to records. Therefore, each record series should contain a description including, but not necessarily limited to the following:

a. Record Categories. In making a records inventory meaningful as a tool for Records Control Schedule revision, as well as a medium for the development of other management information, records should be identified by category, and wherever possible be keyed to the existing Records Control Schedule. Therefore, categories of records should be identified as follows:

(1) Records series identified in existing Schedules. This is done by noting the Schedule number, and the Item number of the records series in the respective Schedule. Further description, as noted below, need be included only if found to differ from the description in the Schedule.

(2) Records series not covered by a Schedule. The description of these series should be written up in detail.

(3) Reference type materials which are not part of substantive files, nor covered by a Schedule, but occupy office space (library books, journals, other agency directives and manuals), etc.

(4) Other. Example: records stored for another office or individual. These should be identified and described.

b. Description of Documents. To eliminate any doubt as to identification of the file, a representative cross-section sampling of the types of documents making up a file series should be recorded. Note form numbers and titles and the presence of any correspondence, memoranda, cables, dispatches, reports, etc.

c. Function of the File. Give a brief statement of the specific operation or process that creates the file. This statement should reflect the use of the file and the purpose the file serves.

d. Frequency of Use. The activity of a file or the approximate number of references made to a file for a specific period as a determining factor for the establishment of cut-off dates and disposition procedures after cut-off.

e. Extra Copies Existing. If there are copies of these documents maintained at another file location, record that information here. Such entries might be: "Extra copies filed in Branch Subject File," "Extra copies filed in Reading File," etc. If, for instance, the file series being surveyed were the extra copies, with the official or record copy maintained elsewhere, a proper notation might be: "Record copies filed in Office Subject File," etc.

7. Arrangement. Indicate the filing arrangement of the record series. This should be recorded in brief statements such as: "Alphabetically by surname," "Alphabetically by subject," "Numerically by requisition number," etc.

8. Inclusive Dates. Enter the date (year only) of the oldest document in the series and the date (year only) of the most recent documents. If the file arrangement is such that this information is not readily apparent, a brief sampling of the material should reveal the most characteristic date coverage.

9. Size of Records. Check in appropriate squares the size of the records and enter the linear feet of records in the box provided.

10. Equipment Occupied by Records. Check in the appropriate square the type of filing equipment housing the records. Under "Other," enter the number of trays, shelves, etc., utilized. This information along with the above can be useful in controlling effective utilization of filing equipment.

11. Remarks. Show here the disposition action recommended. An official of the organizational unit responsible for the file should be consulted. The official should be one who has knowledge of the value of the file from an operating viewpoint and should be in a position of authority to determine retention periods based on the operating and administrative needs of the office. Information recorded here will consist of a cut-off procedure, retention time in office space after cut-off, and the overall retention period for the record series. The retention period, at this point of the survey, is based only on the administrative or operational value placed on the file by the users. This is a preliminary step in the overall evaluation process required in the appraisal of records. This space and the back of the sheet are also useful for recording ideas, conversations, comments, or

or other information pertaining to the records series not included elsewhere on the work sheet. Such bits of information often aid materially in the evaluation process or in spotting or solving a record problem.

SURVEY PREPARATION

BACKGROUND

- Exerpts from the Federal Records Act of 1950
(Public Law 754 - 81st Congress)
- HN Information Requirements Advisory Group
- Information Requirements Staff Organization Chart
- CIA Collection Requirements Stored in the CIA
Records Center
-

ATINTL

NATIONAL ARCHIVES AND RECORDS SERVICE
RECORDS MANAGEMENT WORKSHOP
HOW DO WE MANAGE RECORDS

Excerpts from
THE FEDERAL RECORDS ACT OF 1950
(Public Law 754 - 81st Congress)

"RECORDS MANAGEMENT; THE ADMINISTRATOR

"SEC. 505. (a) The Administrator shall make provisions for the economical and efficient management of records of Federal agencies (1) by analyzing, developing, promoting, and coordinating standards, procedures, and techniques designed to improve the management of records, to insure the maintenance and security of records deemed appropriate for preservation, and to facilitate the segregation and disposal of records of temporary value, and (2) by promoting the efficient and economical utilization of space, equipment, and supplies needed for the purpose of creating, maintaining, storing, and servicing records.

"(b) The Administrator shall establish standards for the selective retention of records of continuing value, and assist Federal agencies in applying such standards to records in their custody; and he shall notify the head of any Federal agency of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of such agency that shall come to his attention, and assist the head of such agency in initiating action through the Attorney General for the recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

"(c) The Administrator is authorized to inspect or survey personally or by deputy the records of any Federal agency, as well as to make surveys of records management and records disposal practices in such agencies, and shall be given the full cooperation of officials and employees of agencies in such inspections and surveys: *Provided*, That records, the use of which is restricted by or pursuant to law or for reasons of national security or the public interest, shall be inspected or surveyed in accordance with regulations promulgated by the Administrator, subject to the approval of the head of the custodial agency.

"(d) The Administrator is authorized to establish, maintain, and operate records centers for the storage, processing, and servicing of records for Federal agencies pending their deposit with the National Archives of the United States or their disposition in any other manner authorized by law; and to establish, maintain, and operate centralized microfilming services for Federal agencies.

"(e) Subject to applicable provisions of law, the Administrator shall promulgate regulations governing the transfer of records from the custody of one executive agency to that of another.

"(f) The Administrator may empower any Federal agency, upon the submission of evidence of need therefor, to retain records for a longer period than that specified in disposal schedules approved by Congress, and, in accordance with regulations promulgated by him, may withdraw disposal authorizations covering records listed in disposal schedules approved by Congress.

"RECORDS MANAGEMENT; AGENCY HEADS

"Sec. 506. (a) The head of each Federal agency shall cause to be made and preserved records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

"(b) The head of each Federal agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of the agency. Such program shall, among other things, provide for (1) effective controls over the creation, maintenance, and use of records in the conduct of current business; (2) cooperation with the Administrator in applying standards, procedures, and techniques designed to improve the management of records, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value; and (3) compliance with the provisions of this title and the regulations issued thereunder.

"(c) Whenever the head of a Federal agency determines that substantial economies or increased operating efficiency can be effected thereby, he shall provide for the storage, processing, and servicing of records that are appropriate therefor in a records center maintained and operated by the Administrator or, when approved by the Administrator, in such a center maintained and operated by the head of such Federal agency.

"(d) Any official of the Government who is authorized to certify to facts on the basis of records in his custody, is hereby authorized to certify to facts on the basis of records that have been transferred by him or his predecessors to the Administrator.

"(e) The head of each Federal agency shall establish such safeguards against the removal or loss of records as he shall determine to be necessary and as may be required by regulations of the Administrator. Such safeguards shall include making it known to all officials and employees of the agency (1) that no records in the custody of the agency are to be alienated or destroyed except in accordance with the provisions of the Act approved July 7, 1943 (57 Stat. 380-383), as amended July 6, 1945 (59 Stat. 434); and (2) the penalties provided by law for the unlawful removal or destruction of records.

"(f) The head of each Federal agency shall notify the Administrator of any actual, impending, or threatened unlawful removal, defacing, alteration, or destruction of records in the custody of the agency of which he is the head that shall come to his attention, and with the assistance of the Administrator shall initiate action through the Attorney General for the recovery of records he knows or has reason to believe have been unlawfully removed from his agency, or from any other Federal agency whose records have been transferred to his legal custody.

"(g) Nothing in this title shall be construed as limiting the authority of the Comptroller General of the United States with respect to prescribing accounting systems, forms, and procedures, or lessening the responsibility of collecting and disbursing officers for rendition of their accounts for settlement by the General Accounting Office.

S-E-C-R-E-T

This Notice Expires 1 August 1968¹

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ORGANIZATION

14 July 1967

INFORMATION REQUIREMENTS ADVISORY GROUP

1. Effective 1 July 1967, the Information Requirements Advisory Group (IRAG) was established to facilitate common action among the intelligence-producing components of the Agency and the Information Requirements Staff (IRS) on information requirements and to assist Agency Operating Officials, as appropriate, in developing consistent CIA positions on information gaps, priorities, and requirements policies. Its members are: The Assistant Deputy Director for Intelligence (Chairman); a representative of the Deputy Director for Plans; the Chief, Information Requirements Staff; and the Deputy Director (or his representative) of FMSAC, OBI, OCI, OER, ONE, OSI, and OSR. Representatives of collection and processing activities may be asked by the chairman to participate in meetings of the Group as appropriate.

2. The general and continuing responsibilities of the IRAG are:

a. To review problems arising out of the information requirements process, both as they relate to the collector-producer relationship and as they involve the responsibilities of office directors and division chiefs;

b. To recommend specific actions or develop programs and procedures to resolve the problems; and

c. To assist in developing guidance to collectors, including evaluating reported information, with the objective of achieving the efficient use of collection resources relative to the needs of producers for intelligence information.

3. The initial and specific responsibilities of the IRAG are to undertake the planning and to propose the actions necessary to implement various recommendations contained in the IG Survey. These are:

a. To devise practical measures to assist the directors of the member offices and their substantive division chiefs in carrying out their responsibilities for control, validation, and recording of requirements; for communication on needs with collectors; and for periodic audit of office and division performance in the field of information requirements (Recommendations Nos. 24 and 25);

S-E-C-R-E-T

GROUP 1
downgrading and
declassification

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14 July 1967

ORGANIZATION

b. To undertake the preparation of collection guides as needed on selected intelligence problems (Recommendation No. 13);

c. To reassess the Current Intelligence Reporting List (CIRL) and recommend appropriate action (Recommendation Nos. 10, 11, and 12); and

d. To develop measures facilitating communication and exchange of information between CIA analysts and CIA collectors (Recommendation No. 7).

If the IRAG concludes that a recommendation of the survey is not feasible, practical, or desirable, the chairman will so advise the Deputy Director for Intelligence and the Deputy Director for Science and Technology.

4. Meetings of the IRAG will be held at the initiative of the chairman or upon the request of any member. Special meetings may be called between the chairman and selected members on topics of concern only to one or a few offices which are not of general interest to the IRAG as a whole. The Information Requirements Staff will provide necessary secretariat assistance.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN
Deputy Director
for Support

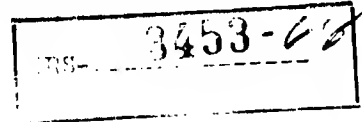
DISTRIBUTION: AB

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13 September 1968

MEMORANDUM

SUBJECT : CIA Collection Requirements Stored
in the CIA Records Center

1. The collection requirements now being held in the CIA Records Center are of three general types, each type reflecting the collection system to which it is directed: signals intercept, photography, human source. The requirements are ad-hoc in nature, having been written almost entirely to extract whatever information is available from a source or collection opportunity that has already been developed. Either singly or in whole the requirements do not present a complete picture of CIA's substantive interests at a given time, and they can not in any sense be construed as the programming device that has set the collection system in motion. The requirements have some historical value in that they demonstrate the evolution of format and processing system that has taken place over the years; and in this sense it is desirable that enough requirements be retained in the Center to illustrate each format and system that the Agency has used. A very small number of samples will suit this purpose; and the remaining requirements, which constitute the great bulk of the present holding, can be destroyed.

SECRET

RECORDS INVENTORY

REFERENCE DOCUMENTS

- Records Survey Work Sheet, Form 138 (outline)
- Records Survey Work Sheet, Form 138 (sample)
- Records Control Schedule (samples showing revisions)

SECRET
(When Filled In)

RECORDS SURVEY WORK SHEET				DATE 1	
OFFICE, DIVISION, BRANCH, SECTION 2				LOCATION 3	
NAME OF FILE 4			CUSTODIAN 5		
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)					
<div style="text-align: center; margin-bottom: 20px;"> 6 </div> <p align="center"><u>RECORD CATEGORIES</u></p> <p>(1) Records series identified in existing Schedules. This is done by noting the Schedule number, and the Item number of the records series. Further description need be included only if found to differ from that in the Schedule.</p> <p>(2) Records series not covered by a Schedule. Describe in detail.</p> <p>(3) Reference type materials which are not part of substantive files, nor covered by a Schedule, but occupy office space (library books, journals, other agency directives, etc.), etc.</p> <p>(4) Other. Records stored for another office or individual, etc. These records should be identified and described in detail.</p>					
FILING ARRANGEMENT 7				INCLUSIVE DATES 8	
9 SIZE OF RECORDS	LEGAL	LETTER	OTHER (Specify)		LINEAR FEET
	3" X 5"	5" X 8"			
10 EQUIPMENT OCCUPIED BY RECORDS	SAFE	CABINET	OTHER (Specify)		NO. OF DRAWERS
	LEGAL	LETTER			
REMARKS 11					

SECRET
(When Filled In)

RECORDS SURVEY WORK SHEET				DATE 15 May 1969	
OFFICE, DIVISION, BRANCH, SECTION DDI/IRS/HR/OPS				LOCATION Hqs. 2 G 40	
NAME OF FILE Branch Administrative Files					
DESCRIPTION (Function of files, value, frequency of use, form numbers and titles, and other descriptive data.)					
<p>a. 29/68, Item 24.</p> <p>b. No change.</p> <p>c. No change.</p> <p>d. Daily reference.</p> <p>e. This is non-record material, and is a file of extra copies.</p>					
FILING ARRANGEMENT Alphabetically by subject				INCLUSIVE DATES 1964 to present	
SIZE OF RECORDS	<input checked="" type="checkbox"/> LEGAL 3" X 5"	<input type="checkbox"/> LETTER 5" X 8"	OTHER (Specify)		LINEAR FEET 5
EQUIPMENT OCCUPIED BY RECORDS	<input checked="" type="checkbox"/> SAFE *	<input type="checkbox"/> CABINET	OTHER (Specify) 4-drawer		NO. OF DRAWERS 4
REMARKS					
<p>* These files are also housed in a vault area because of their sensitive classification.</p> <p>These files remain temporary in nature, and the disposition instructions on the current Records Control Schedule remain accurate.</p>					

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Next 4 Page(s) In Document Exempt

Approved For Release 2004/02/24 : CIA-RDP74-00390R000100150004-7

SPEED LETTER		REPLY REQUESTED		DATE
		YES	NO	19 May 1969
TO : CIA Records Administration Officer		FROM:		LETTER NO.
ATTN:				STATINTL

1. When I advised you last week of the ~~DD/S&T~~ records inventory, I alluded to the possibilities such an approach had toward providing data relative to the records management program which is not now available in systematic or readily useable form. Data gained in the inventory mode suggested would find its major usefulness in its adaptability to an automatic data processing system which would provide current information for the analysis of records creation trends, estimated records accumulation, and Archives and Records Center accession expectations for the purpose of developing Agency records management policy and strategy, as well as provide management with reliable data upon which to make future planning decisions.

2. An outline of a data processing system which would exploit these data gathered ~~such an inventory method~~ is attached for your review. This outline is not presumed to be a finished product, but rather represents an idea only and needs further development.

3. I should like to suggest that this idea be presented to the Board for its review, and if considered of merit, to be assigned to a task group, under the supervision of the Board, consisting of: a Board member as Chairman, an Agency Archives and Records Center representative, a representative from Computer Services, and the undersigned. The mission of this group would be to study the proposal further and develop it into an operating system.

ATINTL *cc to A&RC 5/20/69 8913*

REPLY		DATE
		21 May 1969

ATINTL Here is a plan by [redacted] to automate our Agency records inventories and the Records Schedule items. Please review it and let me have your comments.

ATINTL I submitted a similar proposal to [redacted] in 1962 but he rejected it. Last year I sent my original plan back to [redacted] to see what portions we might use but I have not yet heard any A&RC reactions or modifications. Maybe A&RC will like this plan by Ray.

However, we must eventually automate our Control Schedules and each deposit in the Records Center as well as the inventory of Records in the Offices. Please give me your comments on Ray's proposal and any ideas you may have for automating our records controls.

STATINTL

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RESPONDER'S FILE